

Title: Audit Manager - Motor Fuel	Effective Date: June 27, 2013	Grade: XVII	Job Category: Professional
Prior Title: Assistant Chief Auditor	Prior Effective Date: May 20, 2011	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Chief Auditor, this position is responsible for the planning, supervision and control of the Motor Fuels Audit Staff in providing reviews of licensed motor fuel distributors, special motor fuel suppliers, and entities licensed with the International Fuel Tax Agreement (IFTA) to determine compliance with Arkansas laws and accuracy of reports.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Provide supervision and assistance to subordinates to facilitate competent auditing and review of licensed motor fuel distributors, special motor fuel suppliers and IFTA licensees.
- Provide auditors with problem solving assistance and direction pertaining to regulation and policy interpretation.
- Prepare the annual audit plan and assign areas of responsibilities to auditors to ensure required audit coverage.
- Review auditor's draft reports and working papers to ensure audits are conducted properly and that findings are substantiated and assessments/credits are correct.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting and a minimum of five years related auditing experience. Ability to interpret and apply Department policies and procedures. Knowledge of Arkansas motor fuel tax laws and governing regulations of IFTA. Working knowledge in the use of a personal computer and the use of Microsoft Word and Excel. Ability to communicate and work with others in a professional manner. Professional designations of Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) preferred.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

